

18 April 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending
18 April 1975

1. A First for CIARDS: When a person retiring elects a survivor annuity, he is making a future gift which must be reported to the Internal Revenue Service for purposes of determining the tax to be imposed on the gift. IRS contacts the appropriate retirement system for information on the annuity. Recently, CIARDS had its first query from IRS concerning the annuity of a CIARDS annuitant who had elected a survivor annuity. Our Annuitant Section provided the information requested. There were no problems.

2. Co-ops: The 1974 annual report of the Civil Service Commission on Cooperative Education in the Federal Government has just been published. While the number of agencies using Co-ops decreased, the number of Co-ops increased by 12 percent to 7,000. The retention rate for graduating Co-ops in the Federal Government was 46 percent in FY 1975. It was 53 percent in CIA. (Reported previously at 8:30 Meeting.)

25X1A

4. Summer Only Employees: For the first time, summer only employees will be permitted to join the EAA.

25X1A

5. Seminar: [REDACTED] Chief of our Professional Placement Branch, is attending a three-day seminar at the Civil Service Commission concerning the selective placement of the Handicapped Program. He hopes to be able to use some of the ideas to establish a mini-seminar program in the Agency.

6. Application Forms Needed: [REDACTED] Chief of our Washington Area Recruitment Office, reported last week that the Ames Building receptionist informed him that a young civilian from another Government agency (she understood it to be DIA) stopped by and asked for a supply of Agency application forms. He stated that his Agency was having a RIF and his supervisor asked him to obtain a supply of our forms for their people. He was treated politely, of course, but the forms were not furnished and it was explained that applicants should apply individually. (Reported at previous 8:30 Meeting.)

25X1A

25X1A

7. Recruitment Territories: On Monday, 14 April, we convened a meeting of our Washington-based recruiters as a preliminary step in redesigning the territories of recruiters [REDACTED] for FY 1976. The end object is to increase our coverage east of the Mississippi in recruiting both professionals and clericals. In part, this increased effort will be designed to take up the slack for cutting back clerical input west of the Mississippi.

8. Report Listings: Two of the major report listings to be generated by CEMLOC have been tested and production was initiated to permit distribution to using offices. The reports are being distributed this week and during the first part of next week. The listings, the CEMLOC Master Record Listing (Agency Alpha) . . (Alpha by Office), have been programmed for production on the new XEROX 1200 System (magnetic tape to reduction copy without intervening reproduction) and on Computer Output Microfilm (COM), as appropriate.

9. Employee Benefits Briefing: At the request of the Office of Technical Service, [REDACTED] our Chief, Personal Affairs Branch, visited their laboratory facility to brief employees on various benefit programs. [REDACTED] talked to approximately 40 employees on matters relating to FEGLI, Overseas Medical and the Federal Employees' Compensation Act.

10. Significant Suggestion: The Chairman of the NPIC Suggestion Panel has given advance notice of their completed evaluation of a significant suggestion case for which they are recommending an award of \$10,000. The paperwork is being prepared for Directorate coordination before forwarding to the Committee. The suggestor, a former Co-op student, is now a full-time programmer at NPIC and his achievement involves the development of a new computerized system of exceptional value to the Intelligence Community.

CONFIDENTIAL

11. Rehired Annuitants: During the week, I approved the following rehired annuitant cases for the Directorate of Administration:

25X1A

[REDACTED] -- Office of Personnel --
Independent Contractor.

25X1A

[REDACTED] -- Office of Communications --
Independent Contractor -- one-year extension.

25X1A

[REDACTED] -- Office of Security --
Independent Contractor -- Confidential Correspondent
Program -- [REDACTED] -- one-year
extension.

25X1A

Coming Events

1. We plan to complete APP discussions with personnel representatives of the career services.

2. The Agency Savings Bond Kick-Off Rally will be held in the auditorium on 30 April at 2 p.m. Keypersons and vice-chairpersons are currently being designated throughout the Agency to conduct the Savings Bond campaign, which will be held from 1 through 30 May 1975.

3. We will continue review of drafts for developmental profiles prepared by various career sub-groups.

4. We will continue to work on papers in support of the forthcoming DDA conference.

25X1A

[REDACTED]
for F. W. M. Janney
Director of Personnel

Distribution:

- 0 & 1 - Addressee
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
- 1 - DD/Pers/P&C
- 1 - D/Pers Subject File
- 1 - C/SAS
- 1 - D/Pers Chrono

25X1A

CONFIDENTIAL